

# Searching for Employees

There are two ways to search the database for information on one or more employees:

- Quick Find
- Hyper Find

## Quick Find

Name	ID	Home Account
KRONOS, ASHLEY R	444444444	000/0000/000/TRAINING/0/0/0
KRONOS, JACQUE	555555555	000/0000/000/TRAINING/0/0/0
KRONOS, KATHIE	222222222	000/0000/000/TRAINING/0/0/0

To use the Quick Find feature:

- Select Quick Find on the left side of the screen.
- Enter the employee's name or ID (SSN). Using a Wild Card character (\*) will allow you to pull up a group of employees who have the same information entered before the \*.
- Click Find.

When the system returns the requested information, you can either:

- Double-click on employee's name to open their timecard.
- Select an employee and click on the Timecard launch button.

## Hyperfind

Actions	Punch	Amount	Accruals	Pay from
				AUDIT ADP=0
				AUDIT GS TO NAF

- To select your public query, use the drop-down in the Show box. You will only be able to view employees for which you have authorization.
- Click Refresh.